

**March 25, 2015**

**The Board of Commissioners held its Regular Meeting on Wednesday, March 25, 2015, in the Forand Manor Conference Room at 5:00pm for the following reasons:**

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Resident/Community Concerns or Comments**
- 4. Approval of Minutes of Previous Meeting of February 18, 2015**
- 5. Executive Summary**
  - Grant Funding Update**
  - Pest Control**
  - REAC Inspection**
  - Modernization and Funding Obligation Updates -CFP**
  - Upcoming Conferences - NAHRO/NERC/PHADA**
  - Staff Training**
- 6. Consent Agenda -Department Reports**
  - Financial Management**
  - Housing Management**
  - Leased Housing**
  - Maintenance I Modernization update**
- 7. Budget Reserves Revision-Maintenance Equipment**
- 8. Auditor: Governance Inquiry Form**
- 9. Resolution: Trust of Frank Stetkiewicz**
- 10. Adjournment**

**The meeting was called to order at 5: 15pm by Chairperson Flynn.  
Upon a Roll Call, those "Present" and "Absent" were as follows:**

**Present**

**Cornelius Flynn, Chairperson**

**Lucia DeGamma, Therriault, Commissioner      Jacqueline Parra,  
Commissioner**

**Gladys Burns, Commissioner**

**Paul Charette, Vice Chairman**

**Others in attendance**

**Tina Sullivan, Executive Director**

**Paula Llera-Delgado, Executive Administrative Assistant      Dennis  
Constantineau, Wilfrid Resident**

**Rachel A. Wilkinson, LRI Participant**

**Resident/Community Concerns or Comments:**

**There being no questions or public comment Chairman Flynn moved**

to the next item on the agenda.

### **Approval of Minutes:**

Chairman Flynn asked if there were any questions or concerns regarding the regular meeting minutes of the previous meeting February 18, 2015. There being no questions or concerns, a motion were made by Commissioner, Burns to approve 2/18/2015 minutes, the motion was seconded by Commissioner Parra and carried by all present.

### **Executive Summary**

Executive Director Sullivan provided the BOC with a monthly update of Grant Funding, Pest Control, REAC Inspections, Modernization & Funding, and all the upcoming conferences/trainings.

Public Housing unit turn over on an average is 13.3 days for both buildings. One apartment with a pest control issue at this time, the 1st treatment has been applied to the unit and also the surrounding area.

The new Part-Time Receptionist is working out very well, and also the new Resident Service Coordinator have adapted to their jobs very well. The Resident Service Coordinator is working on some new programs, and ideas for the housing authority providing new

services, and programs for the residents such as different activities, health programs, medical assistance as well as some case managements services.

Executive Director Sullivan mentioned the 2nd Annual Kickball fundraising event for the FSS youth summer employment program that the housing is holding June 6, 2015, donations, sponsors, vendors are appreciated, and also volunteers.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions or concerns Chairman Flynn asked for a motion to approve. Commissioner Parra made a motion to accept the consent agenda, seconded by Commissioner DaGamma-Therriault and passed by all.

## **Consent Agenda**

Executive Director Sullivan provided updated department reports which consisted of Financial Management, Housing Management, and Leased Housing. Executive Director Sullivan stated that all departments are running smoothly.

Executive Director Sullivan explained as of YTD all expenditures are on target with the budget, and states there are no concerns at this time with the financials of the housing.

**Chairman Flynn asked if there were any questions, comments or concerns regarding the Consent Agenda. There being no questions or concerns Chairman Flynn asked for a motion to approve, Commissioner DaGamma- Therriault made a motion to accept and approve the consent agenda, seconded by Commissioner Burns and passed by all.**

#### **Budget Reserves-Maintenance Equipment:**

**Executive Director Sullivan awarded the bid to the lowest bidder out of three, which was Bobcat of RI located in Warwick. The cost of the Bobcat was \$46,026.00. The Bobcat was delivered to Forand Manor. Sales Specialist Ian McMullin explained all the features of the new Bobcat to the maintenance department.**

#### **Auditor: Governance Inquiry Form - Resolution 1045**

**Executive Director Sullivan explained that once a year Guyder Hurley, the Auditor provides the housing authority with a Governance Inquiry form for the board to review, complete if needed and signed by the Chairman for the completion of the annual audit.**

**Chairman Flynn asked if there were any questions, comments or**

concerns regarding Resolution 1045, the Governance Inquiry Form. There being no questions or concerns Chairman Flynn asked for a motion to approve the said resolution, Commissioner Parra made a motion to accept and approve resolution 1045, seconded by Commissioner Burns and passed by all.

#### **Trust of Frank Stetkiewicz- Resolution 1046**

Executive Director Sullivan explained that Bank of America has asked for the Board of Commissioner to pass a Resolution pertaining to the last and final payment on March 1, 2015, which will satisfy the terms of the trust for Frank Stetkiewicz. Chairman Flynn asked if there were any questions, comments or concerns regarding Resolution 1046, for the Trust of Frank Stetkiewicz. There being no questions or concerns Chairman Flynn asked for a motion to approve and pass the said resolution, Commissioner Burns made a motion to accept and approve resolution 1046, seconded by Commissioner DaGamma-Therriault and passed by all.

Chairman Flynn asked if there were any further business to discuss, there being no further business, questions or concerns to come before the board, a motion was made by Commissioner, DaGamma-Therriault and seconded by Commissioner Parra, to adjourn the meeting at 5:40 pm. The motion was carried by all.